

# Planning Sheet for STAAR Campus Coordinator Training

This checklist was created for your convenience and is intended to help you plan your campus coordinator training sessions. Use of this document is optional. The information in the checklist can also be found in the “Training” section of the *2018 District and Campus Coordinator Manual*.

## Roles and Responsibilities

- ☐ Campus coordinator responsibilities
- ☐ Principal responsibilities
- ☐ Test administrator responsibilities
- ☐ Technology staff responsibilities
- ☐ Support staff responsibilities (for example, hall monitors and office staff)

## Test Security

- ☐ Test confidentiality requirements
- ☐ Test security policies, procedures, and oaths
- ☐ Active monitoring
- ☐ Seating charts and STAAR Materials Control Form
- ☐ Consequences for adult and student cheating
- ☐ Written composition response duplication policies
- ☐ Optional Web-based test administrator training modules

## Scheduling Test Administrations

- ☐ Testing dates
- ☐ Time limits
- ☐ Breaks
- ☐ Setting up testing groups across grades and subjects
- ☐ Make-up testing

## Preparing for Test Administrations

- ☐ Receiving, distributing, and storing test materials
- ☐ Identifying eligible students
- ☐ Identifying out-of-school/out-of-district students
- ☐ Testing students who are taking a combination of tests (for example, paper and online administrations)
- ☐ Ensuring that testing personnel have students' most up-to-date testing requirements
- ☐ Reviewing technology, including technology-based accommodations, to be sure the technology meets the guidelines for use during the assessment
- ☐ Preparing for online administrations
- ☐ Preparing for administrations in alternative education settings

## Testing with Designated Supports

- ☐ Understanding accessibility policies
- ☐ Ensuring that testing personnel have a current list of each student's allowed or approved designated supports
- ☐ Collecting and preparing designated supports for eligible students
- ☐ Preparing testing locations for students who need certain designated supports

## Monitoring Test Administrations

- ☐ Determining the availability of personnel (testing coordinators, principals, other district administrators) to serve as monitors
- ☐ Detailing the procedures for monitoring test administrations

## Verifying Precoded Answer Documents

- ☐ Process for verifying elements
- ☐ Hand-gridding student information

## Ensuring Distribution of Appropriate Answer Documents

## Completing Answer Document Fields

- ☐ Score codes
- ☐ Accommodation information
- ☐ EOC/ABOVE GRADE field
- ☐ Substitute assessment
- ☐ Student demographic information
- ☐ TEST TAKEN INFO field
- ☐ Time to test (grades 3–8 only)
- ☐ New to Texas field
- ☐ Additional student data collection

## Completing Class, Campus and Group, and Voided Answer Document Identification (ID) Sheets

## Returning Materials to District Coordinator